

Due May 1, 2008

**Iowa Department of Education
Grimes State Office Building
Des Moines, Iowa 50319**

***Request for Iowa Four-Year College/University
Performance Assessment System Funds***

College/University name: Mount Mercy College

Program Contact Person:

Name Ellen O'Keefe

Title Asst. Professor Education Division

Address 1330 Elmhurst Dr. NE
Cedar Rapids, IA 52402

Telephone: 319-363-8213 x1242 Fax: 319-368-6492

E-Mail: eokeefe@mtmercy.edu

Business Office Contact Person:

Name: Barb Pooley

Title: Vice President for Finance

Address: 1330 Elmhurst Dr. NE Cedar Rapids, IA 52402

Telephone: 319-363-8213 x 1260 Fax: 319-368-6492

E-mail: bpooley@mtmercy.edu

Statement of Assurances

Should a Performance Assessment System Award be made to the applicant in support of the activities proposed in this application, the authorized signature on the cover page of this application certifies to the Iowa Department of Education that the authorized official will:

1. Upon request, provide the Iowa Department of Education with access to records and other sources of information that may be necessary to determine compliance with appropriate federal and state laws and regulations;
2. Use grant funds to supplement and not supplant funds from nonfederal sources.

Certification by Authorized or Institutional Official:

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application is duly authorized by the governing body of this organization, or institution, and that the applicant will comply with the attached statement of assurances.

Typed or Printed Name of Authorized Official

Title

Signature of Authorized Official

Date

Please submit both electronically and hard copy to Barry Wilson, TOE Assessment Team Leader, Dept. of Ed. Psych. & Foundations, UNI, Cedar Falls, IA by May 1, 2008.

Process for Procuring Grant Funds:

1. Submit Grant Request Package; Postmarked by May 1, 2008
Grant Request Package Contents:
 - Request for Performance Assessment System Funds Cover Page
 - Action Plan
 - Budget
2. Grant requests will be reviewed by the Assessment Committee, the Leadership Team, and the Iowa Department of Education.
3. Institution will be notified of a grant award by May 21, 2008
4. Contracts for awardees will be developed by the Iowa Department of Education upon notification to the IHE of the award.
5. It will take 30 days after the award notification for a contract to be executed and fully approved. This would be as per a June 1 notification.
6. Payments cannot be released until a contract is fully approved with all signatures.
7. Institutions should not incur costs before a contract is approved and plan accordingly.
8. To acquire each payment, an IHE must submit an invoice or letter with an original signature requesting funds. This is necessary for the release of each payment – fifty percent, forty percent, and final ten percent.
9. An Interim report must be submitted with an invoice by January 15, 2009. NOTE: an awardee will not receive the forty percent payment unless the Interim Report budget indicates that the first fifty percent has been spent.
10. A Final report must be submitted with an invoice by December 15, 2009
11. A report form or template is attached with this RFP. Please use it for the Interim and Final Reports. The form includes a narrative and budget.

The grant application and interim and final reports must be submitted electronically in addition to hard copy.

Criteria for Performance Assessment System Awards:

Grant funds are available for use by recipients for purposes including but not limited to faculty development and training, design or modification of performance tasks, procedures for assuring reliability and validity of assessments, database software or hardware to facilitate data management and reporting, and technical services including programming support.

Funds may be used for expenses such as: faculty release time, personnel for clerical work, travel, lodging and meals, consultants, hardware, and materials including software. Four year colleges or universities that receive significant numbers of transfer students from community colleges are encouraged to include funding for providing feedback to two-year institutions on the performance of their graduates.

I. Context

Describe current program including number of teaching candidates graduated per year and number of full-time and part-time faculty teaching education courses. Indicate any unique features of the program that will help reviewers better understand your assessment needs. If you received a previous assessment system award, attach a copy of your final report or summarize results of your first year of work.

The Education Program at Mount Mercy College graduates between 40-60 students per year including both elementary and secondary majors. We currently have nine full-time faculty members in the Education division and use three adjuncts on a regular basis during the academic year to teach sections of courses. Additionally, we use 2-4 more adjuncts to supervise student teachers each fall. As we are a small college, we do not have access to electronic capabilities found at larger colleges or universities. We have participated in the TQ Assessment portion of the grant in each year and have made great progress in implementing Live Text for our assessment system. *Please see the attached report.

II. Project Narrative (1-2 pages describing how you will use the funds) A synopsis of the project narrative will be reflected in the Action Plan. Be sure that what you request in the new award is distinct from what was requested in any earlier TQE award. Your timeline for grant activity should not extend beyond December 15, 2009.

This application for the Performance Assessment Systems part of the TQ Grant is being filed by Mount Mercy College. The Education Division at Mount Mercy College would like to continue to pursue the use of the *Live Text* Software to enable a more efficient assessment system for both our Performance Assessment System (PAS), used to gather data required for the state to demonstrate students have completed work on core performances and to help us collect data for the Mount Mercy college-wide assessment requirements. The Performance Assessment System focuses on portraying and enhancing the accomplishments of our pre-service teacher candidates and the Mount Mercy Teacher Education Program (TEP). The system is designed to provide formative data for improvement along with summative data at key decision points. There are four major stages at which assessment data are reviewed for most students, referred to as Levels 1 – 4. These correspond to initial or entry level coursework, admission to the Teacher Education Program, screening for permission to student teach, and review for graduation/state licensure.

Students have purchased *Live Text* each semester beginning in the fall 2006 as part of their text requirement for the ED 106 Invitation to Teaching course. Students have been trained by Education faculty in the use of *Live Text* to complete one core assignment in this course as well as three assignments using *Live Text* that were not core, but critical for using Live Text in their future courses.

Under the *Live Text* system, students submit their assignments electronically. Faculty then score these assignments and electronically track the scores for performance according to the INTASC standards and Mount Mercy Teacher Education Program goals. We currently use these standards to determine which students are eligible for licensure under state criteria upon graduation from our program. The system helps us to notify students about areas of concern/remediation more efficiently and facilitate both student and program assessment. The system will also facilitate inclusion of additional courses and endorsements in our PAS. All work completed by students is stored on their web and backed up nightly, so this eliminates the storage need here on campus. This provides us with a more secure PAS compared to our paper/pencil system currently in use.

Additionally, students have been able to keep their core assignments on the web for use in a more efficient manner. This has led to creation of an electronic portfolio with an easier transition than the current notebook format students turn in. In the fall 2007 two student teachers submitted their senior portfolio in Live Text with very positive results. Using Live Text will also allow the faculty to use the data to inform decision making in individual courses, but more importantly, help inform us for decision making for the program and curriculum for the program.

During the fall semester 2007 two sections of ED233 Principles of Education piloted the use of a cooperating teacher evaluation form through Live Text for the student candidates in the field. We were able to compile a database with the information and share this with students to keep as part of their electronic portfolio. The feedback from the teachers in the field was very positive and we have put into place any suggestions made at the time.

We anticipate having a full day session for Education Faculty in summer 2008 to become familiar with and begin to work with the new format which will roll out this summer from Live Text. To date, each faculty member has created in *Live Text* those rubrics used in individual courses as well as program rubrics for videotaped lessons and the senior portfolio, as well as rubrics for methods courses. Additionally, faculty have requested time at the end of summer, just before the start of fall semester 2008, for more one on one training with the *Live Text* (LT) consultant to get their courses up and running using *Live Text* for assessment in the classes not done for the 2007-08 academic year. This time would be three two day sessions in which faculty can sign up for one-two hour sessions each day with the LT consultant. During this time, Ellen O'Keefe and Jan Rohner will also receive training how *Live Text* can further assist us in assessment of the program.

III. Action Plan –

Goal	Objectives	Action Steps	Person(s) Responsible	Timeline	Budget Request
1. MMC Education Faculty will complete a single day training in the new format roll out of Live Text in Summer 2008.	1. Faculty will learn the new format and explore the possibilities from the student perspective. 2. Faculty will then transfer this information to students in classes.	Faculty will learn the new format and explore the possibilities from the student perspective. 2. Faculty will then transfer this information to students in classes.	MMC Education Faculty	Summer 2008	\$1850.00 (LT) \$1000.00 (MMC faculty)
2. MMC Education	1. Faculty will receive training	Faculty will sign up for hourly sessions	MMC Education	Fall 2008-Spring 2009	\$11100.00 (LT)

faculty will continue individual training with a Live Text consultant to upgrade and increase the number of assignments in Live Text per course.	for particular courses taught to provide students with assignment directions and rubrics in Live Text so students may complete, share, and have assignments reviewed electronically.	with the LT consultant to create assessment rubrics/forms for assignments in courses. Faculty will share these assessments with the administrative account to use as templates to gather data for reports.	Faculty		\$3,000.00 (MMC faculty)
3. Two Education faculty will complete the process of converting as appropriate the current assessment system to the Live Text format. This work will include creating a structure to assess program goals.	1. Education faculty members will work with the LT consultant to create reports after the program has been in effect for one year. 2. Education faculty will use these reports to inform division decisions and to complete college wide assessment	Assessment coordinator and the chair will work to take data gathered in the 2007-08 academic year and create reports which will inform division decision-making. Data will then be used to complete the annual assessment report due to the college.	MMC Education Division Chair and Assessment Coordinator	Summer 2008-Summer 2009	\$2000.00

IV. Sustainability Plan. Write a clear succinct plan (1 to 3 pages max) for how the work will continue to fully meet the requirements of Chapter 79 for assessment systems. Describe how your institution plans to sustain the performance assessment system when TQE grant support is no longer available. Some considerations you may want to address include plans to finance sustainability and the capacity you have to sustain the work you have completed.

When the TQE Grant is no longer available we hope to be able to use the Live Text site itself as a means to deal with questions. Their site has a section for faculty that is under construction which will highlight areas that will prove helpful. Additionally, the consultant from Live Text will be available either through email or over the phone. After having consultation visits for the three years we have been fortunate to have the grant it will be possible for us to continue to work as a Division to iron out issues and consult as needed. The one time that we will probably budget funds for the Live Text consultant to come to the college will be prior to the state visit for accreditation. This will allow the consultant to help us put our best assessment picture together for that visit.

The money we have received from the grant was used for faculty training and to get the structure of our system in place. From here on out we hope, for the most part, the system and structure we have created to

date will be self-sustaining for both student assessment and the overall program review. Additionally, the system has been created to facilitate the screening process for both entrance into the teacher education program and for student teaching. Student data will be compiled electronically and individual student results of performances across courses in the education core will be collected and reported in such a way as to determine movement in the program. These decisions can then be entered electronically to inform the program. The program information will continue to help us to make necessary changes to course offerings and schedules and any content shift that may be appropriate. Data collected for reporting to inform the Division can be utilized during the Division meetings in which we discuss curricular or program needs during the academic year. This will allow us to see the decision making process and progress over time in a clearer manner and provide a more user friendly format.

During the 2007-08 academic year we have trained a work study student to be a tutor for Live Text for students in Education. She is currently working three afternoons per week and includes whatever time students need help with Live Text questions in that time. It is our intention that at least one work study students will be trained in the use of Live Text as a tutor as we continue.

Finally, we plan to continue to explore the use of online evaluation of student performance in the field with the help of the cooperating teachers. This process helps our students become informed about their performance in a way that they can collect for their own use and place in their portfolios if they desire. The Education Division can use this electronic data to look across candidates and into performance criteria for the various levels in the Program to inform ourselves about what is happening in the field and whether changes may need to be made there.

V. Budget Requests

Personnel		
Wages	\$6000.00	
Expenses (Travel, Meals, Lodging)		
Professional Services/Professional Development		
Fees	\$12950.00	
Expenses (Mileage, Meals, Lodging, Room Rental)		
Software		
Hardware		
Supplies and Materials		
Phone/Mail		
Other – specify:		
Other – specify:		
Total	\$18950.00	

VI. Budget Narrative: Note that the objective of the grant is to bring all programs up to standard over the life of the grant. Funding this year will be made up to \$20,000. To receive the maximum award, your proposal should demonstrate either great need or great complexity/size of program as well as prudent use of any previous awards and a clear plan for sustainability.